

remains linked to the source range. You must have defined the source range under **Data > Define Range** as a database range. You can also reapply the defined filter at any time by clicking into the source range and then going to **Data > Refresh Range**.

Applying an AutoFilter

An AutoFilter adds a drop-down list to the top row of one or more data columns which lets you select the rows to be displayed. The list includes every unique entry in the selected cells sorted into lexical order (see <https://www.dictionary.com/browse/lexical-order> for an explanation of lexical order). AutoFilter can be used on multiple sheets without first defining a database range.

- 1) Click in a cell range on the spreadsheet. If you want to apply multiple AutoFilters to the same sheet, you must first define database ranges, then apply the AutoFilters to the database ranges.
- 2) Go to **Data > AutoFilter** on the Menu bar, or click the **AutoFilter** icon on the Standard toolbar. An arrow button is added to the head of each column in the database range.
- 3) Click the arrow or small triangle in the column that contains the value or string that you want to set as the filter criteria (shown in Figure 65).
- 4) Select the value or string that you want to use as the filter criteria. The records that match the filter criteria that you selected are then shown.

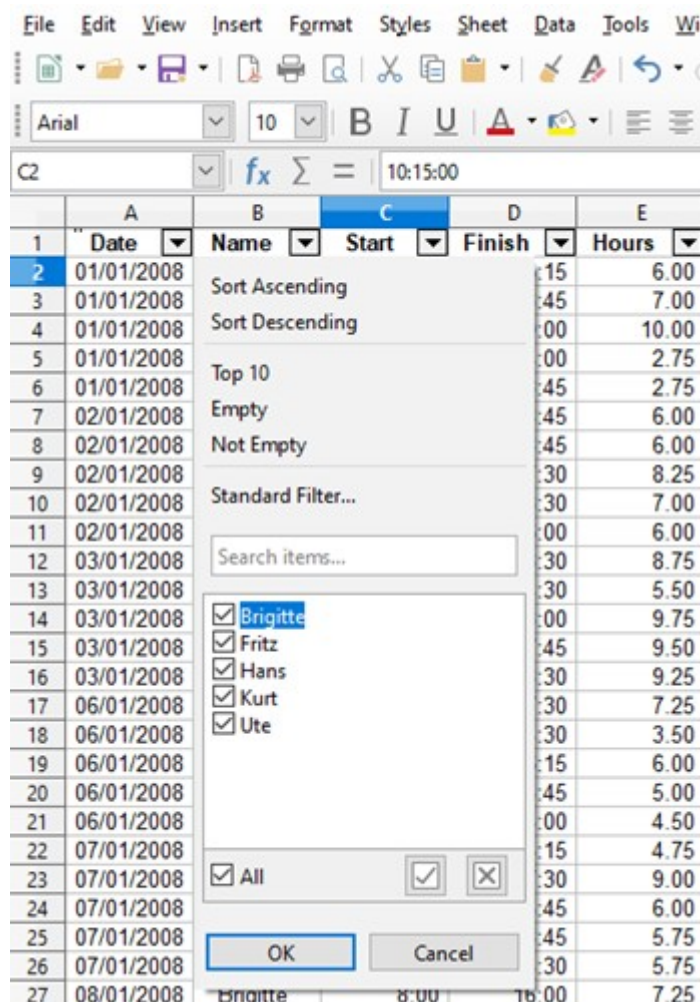


Figure 65: AutoFilter example